



**ASAIS Training Manual
for Reporting of Prevention Services
(Revised September 19, 2012)**

Table of Contents

ASAIS Basics	3
The ASAIS Sign In Page	4
Signing In To ASAIS	4
Changing Your Password	5
My ASAIS Page.....	6
Navigating the My ASAIS Page	6
Signing Out	7
Adding Prevention Strategy Information.....	8
<i>Prevention Strategy Description (Role: PR Staff).....</i>	<i>8</i>
Adding Prevention Billing Documentation	11
<i>Prevention Billing Documentation (Role: PR Staff)</i>	<i>11</i>

ASAIS Basics

Welcome to the Alabama Department of Mental Health claims and participant management system!

DMH staff, along with Harmony Information Systems, have specially configured the system to map your business processes in application.

The AS AIS software only works using Internet Explorer. Your PC has been configured by your IT department to allow AS AIS and all its functionality to work properly.

The AS AIS application knows who you are based upon your assigned User ID. What you can see and do in AS AIS is determined by a pre-determined security level: your view of AS AIS screens may differ from those shown in this manual.

Any issues that you encounter during your use of AS AIS should be reported to your group's system administrator or IT department.



The image shows the Alabama Department of Mental Health (ADMH) logo. The logo features the word "Alabama" in a serif font, with "ADMH" in a large, stylized, green serif font below it. The tagline "lifting life's possibilities" is written in a green, italicized, sans-serif font. Below the logo is a login form with the following elements:

- Alabama Live** and **Version: 7.4.0.1.14224** in the top right corner.
- User ID** and **Password** labels on the left, each followed by a text input field.
- A **Login** button below the input fields.
- A [Change your password](#) link below the Login button.
- A small graphic of three overlapping yellow squares on the left side of the login form.

The AS AIS Sign In Page

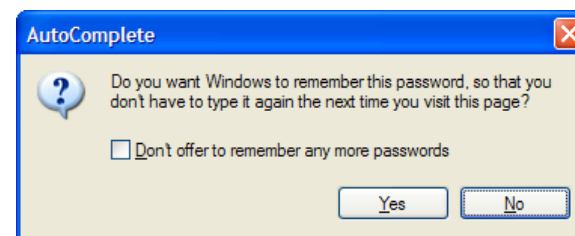
Signing In To AS AIS



CAUTION

The first time you log in to AS AIS, you may receive the following message:

It is important that you respond “No” to this message. Otherwise, it is possible that an unauthorized person could access AS AIS and view confidential participant information by simply guessing your User ID.



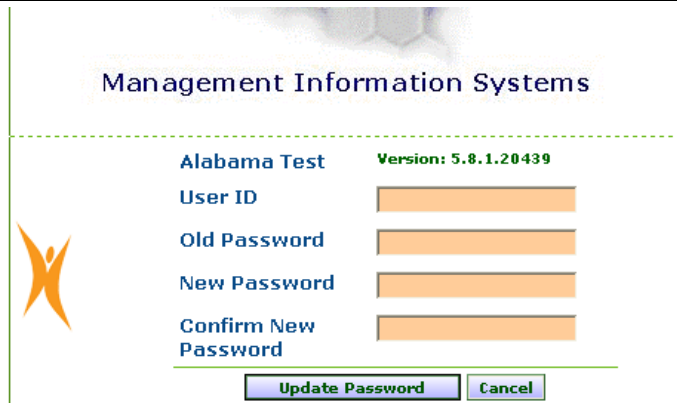
1. Open your Internet Explorer
2. Type the address to the right to navigate to AS AIS.
3. Sign on with Username and Password (password is same as username). (Passwords are case sensitive, User ID's are not.)
4. Click on the Login button (or press Enter).
5. Press F11 on keyboard to clear Explorer menus

LIVE: <https://alabama.harmonyis.biz/AlabamaLive>



Changing Your Password

1. Click on the **Change Your Password** link.
2. Enter your User Name (User ID), Old Password, and New Password.
3. Click on the Update Password button. ASAIS will tell you that your password has been changed. Click OK.
4. Sign in with your new password.



Management Information Systems

Version: 5.8.1.20439

Alabama Test

User ID

Old Password

New Password

Confirm New Password

My ASAIS Page

Navigating the My ASAIS Page

The screenshot shows the 'My ASAIS' interface. At the top left, there's a 'Change Role' dropdown (1) set to 'Admin' with a 'Go' button. Below it is a 'My ASAIS' link (2). A 'Quick Search' section (3) includes a search box, a 'Go' button, and a 'Last Name' dropdown. Below the search is an 'Advanced Search' link (5). At the bottom left is a 'Sign Out' button (7). The main content area (4) displays a welcome message 'Welcome, Kris Vilamas' and a date '12/13/2010 10:11 AM'. It features three panels: 'Clients' with a list of items (33 Complete, 0 Unread Alert Notes, 3 Ticklers, 70 Closed, 4613 Open), 'Providers' with a list (6 Ticklers), and 'Tasks' with a list of tasks (Current Active Cases, Ticklers Due, My Services Rendered, Pending Provider Assessments Queue, Provider Wait List, My Activities (6), Alert Notes, My Attendance, Entry/Exit Tracking, Auth Approval Queue, Inquiry Record Queue, Incident Record Queue, Investigation Extension Request Queue).

The Main Menu screen in ASAIS is called **My ASAIS**. The My ASAIS screen presents the user with up-to-the-minute links to all-important elements of their personal ASAIS usage. The *My ASAIS* link located at the top of the left-hand menu is always available, allowing the user to quickly return to the My ASAIS screen. Your screen may look slightly different depending on your access level.

1. Role	Displays the role under which you are currently viewing ASAIS.
2. My ASAIS	Clicking on My ASAIS at any time will bring you back to this page. If you check the box, clicking on will also refresh the data listed on the page.
3. Search	Use the Quick Search to find a Service Recipients, Providers or Claims. <ul style="list-style-type: none"> Students can be searched for by Last Name, SSN, SIN, DOB, Sec ID or Case Number. Providers can

	<p>be searched for by Provider Name and Provider Number. Claims can be searched by Claim ID, Case Number, Consumer Last Name, Claim Submitted Date, or Provider Identifier.</p> <ul style="list-style-type: none"> • AS AIS will return a list of all possible matches. Open the desired record by clicking on it in the list. If there is only one match, AS AIS will take you directly to that record. • You may also enter just the first few letters of a Participant or Provider.
4. AS AIS Menu Bar	The AS AIS Menu Bar contains various tools that allow you to perform many tasks, such as adding new records, editing records, or printing a Report. The tools that are available depend upon which page the user is currently viewing.
5. Chapters	Chapters are links to different areas of AS AIS. The Chapters that a User may see and access are dependent upon their assigned security level.
6. Tasks	The Tasks section provides quick links to tasks and reports. The sections are described below:
<ul style="list-style-type: none"> • My Management 	<p>My Management provides supervisors with access to information regarding the cases of their direct reports:</p> <ul style="list-style-type: none"> • Ticklers Due – displays a list, by worker, of all incomplete ticklers
<ul style="list-style-type: none"> • My Claims¹ 	<p>You may have access to My Claims if your role requires it.</p> <ul style="list-style-type: none"> • Add a New Claim – opens an add new claims screen
Signing Out	
7. Sign Out	You may log out at any time by selecting Sign Out . It is important that you use the Sign Out link versus the Internet Explorer controls to ensure that information is probably saved before exiting.

Adding Prevention Strategy Information

Prevention Strategy Description (Role: PR Staff)

EVERY prevention strategy utilized by a particular provider needs to be documented within the provider record in AS AIS. Strategies can span multiple years.

1. Navigate to the Providers chapter
2. Click on the *Prevention Strategies* tab

Harmony v7.5.1.0

File Edit View Inquiries

Change Role
SA Admin Go

My AS AIS

Quick Search
Providers Go
Provider Name
Advanced Search

Clients
Providers
Screenings
Claims
Incidents
Utilities
Reports
Sign Out

DMH MR Substance Abuse Services Division

File - Add New Provider - Print
Edit - Edit Provider
View Inquiries

Provider ID	123	Provider Name	DMH MR Substance Abuse Services Division	Active	Yes
Center Number	123				

Providers OpenClose Workers Services Budgets

Reports Provider ID Numbers Facility Enrollments Facility Management **Prevention Strategies** Notes Levels of Care

Basic Information

Provider Name	DMH MR Substance Abuse Services Division	External	Yes
Short Name (DBA)	SASD	Medicaid Approved	No
Center Number	123	Provider Type	
EIN/SSN		Certification Unit	
Active	Yes	Contracts Management	
NPI		SA Region	
Funded By		Comment	

Contact Information

Contact Name	Dr. Tammy Peacock	Phone	
Street	100 North Union Street	Extension	
Street 2		Fax	(334)242-8931
City	Montgomery	Email	
State	AL	Website	
Zip Code	36130	Methodone Contact Number	
County			

Mailing Address

Parent Company	DMH MR Substance Abuse Services Division	Mailing Street 2	
Attach Parent Company Address	No	Mailing City	Montgomery
Mailing Address Same as Contact Address	No	Mailing State/Province	AL
Mailing Name	DMH MR	Mailing Zip/Postal Code	36130
Mailing Contact Name		Mailing Phone	
Mailing Street	100 North Union Street	Mailing Country	
Allow Enroll Overlap	No	Allow Recurring Enrollment Overlap	No
Allow Enrollment Facility Overlap	No		

- Click on *Add Strategy* to add a new prevention strategy

DMH Mental Health and Substance Abuse Services Division

File - Add New Provider - **Add Strategy** - Print

Reports - Metadata Report

View Inquiries

Provider ID: 123 Provider Name: DMH Mental Health and Substance Abuse Services Division Active: Yes

Center Number: 123

Providers OpenClose Workers Services Budgets

Reports Provider ID Numbers Facility Enrollments Facility Management **Prevention Strategies** Notes Levels of Care

Filter

☒ Active Equal To ☒ AND

Active **Add**

Search **Reset**

1 Prevention Strategies record(s) returned - now viewing 1 through 1

Strategy	Location	Active
Test Group	Elementary School	True

<< First < Previous Retrieve 100 Records at a time Next > Last >>

- Complete the information indicated for the strategy

Strategy

Program/Group * Test Group

Strategy Type Universal

Group Strategy Across Ages

Start Date * 8/21/2012

End Date * 8/21/2012

Session Capacity 15

Service Code H0027 Prevention Educ - Single Strategy **Clear**

Description

Worker Vilamaa, Kris **Clear** Details

Active ☒

IOM Group Universal

Domain Community


Primary Risk Factor Availability of Drugs

Community Type Rural

Community Size 0-5,000

5. A Workflow Wizard (WFW) will open to instruct you to complete a demographic report for the Program/Group you just entered.
6. Complete the “Program/Group” field identically to what you did for the strategy screen previously
7. Fill in number of service recipients for each breakdown (age, gender, race and ethnicity)
8. Click compute as you finish each section
9. When you are complete, all totals should be equal. If they are not, please review and adjust reporting accordingly.
10. Click “Save and Close”

File
Preview Screen Design



Welcome, Kris Vilamas

File - Print - Close Preview Screen Design

Programs and Strategies Demographic Report

Program/Group*

Age - Number of Service Recipients

0-4*	<input type="text" value="0"/>
5-11*	<input type="text" value="0"/>
12-14*	<input type="text" value="0"/>
15-17*	<input type="text" value="0"/>
18-20*	<input type="text" value="0"/>
21-24*	<input type="text" value="0"/>
25-44*	<input type="text" value="0"/>
45-64*	<input type="text" value="0"/>
65 and Over*	<input type="text" value="0"/>
Age Not Known*	<input type="text" value="0"/>
TOTAL BY AGE*	<input type="text"/> <input type="button" value="Compute"/>

Gender - Number of Service Recipients

Male*	<input type="text" value="0"/>
Female*	<input type="text" value="0"/>
Gender Not Known*	<input type="text" value="0"/>
TOTAL BY GENDER*	<input type="text"/> <input type="button" value="Compute"/>

Race - Number of Service Recipients

White*	<input type="text" value="0"/>
Black or African American*	<input type="text" value="0"/>
Native Hawaiian/Other Pacific Islander*	<input type="text" value="0"/>
Asian*	<input type="text" value="0"/>
American Indian/Alaska Native*	<input type="text" value="0"/>
More Than One Race*	<input type="text" value="0"/>
TOTAL BY RACE*	<input type="text"/> <input type="button" value="Compute"/>
Race Not Known or Other*	<input type="text" value="0"/>

Ethnicity - Number of Service Recipients

Hispanic or Latino*	<input type="text" value="0"/>
Not Hispanic or Latino*	<input type="text" value="0"/>
TOTAL BY ETHNICITY*	<input type="text"/> <input type="button" value="Compute"/>

PLEASE VALIDATE THAT ALL TOTALS ARE EQUAL

Adding Prevention Billing Documentation

Prevention Billing Documentation (Role: PR Staff)

Before payment can be released each month, a monthly summary of activities needs to be submitted that includes the breakdown of hours for each strategy in that month.

1. Navigate to the Providers Chapter
2. Click on “Reports” tab
3. Click on “Add Report”

The screenshot displays the Harmony v7.5.1.0 web application interface. On the left sidebar, the 'Providers' chapter is selected, and the 'Reports' tab is highlighted. The main content area shows the 'Alcohol and Drug Abuse Treatment' section with a '3' in a box. Below this, there are tabs for 'Providers', 'Workers', 'Services', and 'Budgets'. The 'Providers' tab is active, showing a list of providers with columns for Provider ID, Provider Name, and Active status. A '2' is in a box next to the 'Providers' tab. Below the provider list, there is a 'Filter' section with a 'Report' dropdown and an 'Add' button. A '3' is in a box next to the 'Add' button. At the bottom, a table shows 44 reports returned, with columns for Report, Review, Review Date, Entered By, FundCode, and Status. The table lists three reports: Environmental/CBPS People Served Report, Environmental/Community-Based Process Strategy, and Evidence-Based Programs and Strategies Report.

Report	Review	Review Date	Entered By	FundCode	Status
Environmental/CBPS People Served Report	Update	04/27/2012	Prevention, ADATC	PR	Complete
Environmental/Community-Based Process Strategy	Update	04/27/2012	Prevention, ADATC	PR	Complete
Evidence-Based Programs and Strategies Report	Update	04/27/2012	Prevention, ADATC	PR	Complete

<p>4. Select "Monthly Prevention Hours Report" as <i>Type</i></p> <p>5. Select the "Month of Report"</p> <p>6. Enter the name of each strategy provided this month, the service code and the number of hours</p> <p>7. Total number of hours for each service code must match the total hours billed before payment can be released</p>	<div> <div>Alcohol and Drug Abuse Treatment</div> <div>9/7/2012</div> </div> <div> File - Spell Check - - Save Report - Save and Close Report - Copy From Previous - - Print - Close Report </div> <div> Please Select Type: Monthly Prevention Hours Report 4 </div> <div> <div>Provider Assessment</div> <table> <tr> <td>Review *</td> <td>Assessment</td> <td>Entered By *</td> <td>Vilamaa, Kris</td> <td>Clear</td> <td>Details</td> </tr> <tr> <td>Review Date *</td> <td>9/7/2012</td> <td>Status *</td> <td>Complete</td> <td></td> <td></td> </tr> <tr> <td>Fund Code *</td> <td>SA</td> <td>Site</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Approved By</td> <td>Vilamaa, Kris</td> <td>Approved Date</td> <td>9/7/2012</td> <td></td> <td></td> </tr> </table> </div> <div> Month of Report* October 2012 5 </div> <div> Program/Group 1* </div> <div> Service Code 1* 6 </div> <div> # of Hours 1* </div>	Review *	Assessment	Entered By *	Vilamaa, Kris	Clear	Details	Review Date *	9/7/2012	Status *	Complete			Fund Code *	SA	Site				Approved By	Vilamaa, Kris	Approved Date	9/7/2012		
Review *	Assessment	Entered By *	Vilamaa, Kris	Clear	Details																				
Review Date *	9/7/2012	Status *	Complete																						
Fund Code *	SA	Site																							
Approved By	Vilamaa, Kris	Approved Date	9/7/2012																						
<p>8. Click "Compute" at the bottom of the form, this will add all of the hours reported together. The total in that box must reflect the total hours billed for the month in order for payment to be released.</p> <p>9. Click "Save and Close Report" at the time of the screen to finish the reporting process.</p>	<div> <div>Program/Group 5</div> <div>Service Code 5</div> <div># of Hours 5</div> <div>Do you have more groups to report?*</div> <div> TOTAL (MUST MATCH TOTAL HOURS SUBMITTED FOR PAYMENT) <div> <div>Compute</div> </div> </div> </div>																								